

**CITY OF SANTA CLARA**  
**CIVIL SERVICE COMMISSION**  
**SUMMARY OF MINUTES**

January 14, 2008 – 7:00 PM  
City Council Chambers, City Hall  
1500 Warburton Avenue  
Santa Clara, California

**Present:** Commissioners Steve Chan, Beverly Silva, Mohammed Nadeem, Fran Palacio and Kim Kristalyn; Alan Christenson, Acting Director of Human Resources, Tina Murphy, Acting Assistant Director of Human Resources, and Sheila Ivers, Recording Secretary.

**Absent:** All present

**Recommendations for Council Action:**

- A) **APPROVE** modification of job specifications for Accounting Technician I, Accounting Technician II, and Senior Accounting Technician
- B) **APPROVE** new job specification for Chief Storekeeper/Buyer
- C) **APPROVE** modification of job specification for Mechanical Maintenance Worker
- D) **APPROVE** modification of job specifications for Pump Maintenance Technician/Sewer, Pump Maintenance Technician/Solar and Pump Maintenance Technician/Water

**I. ROUTINE ITEMS**

**A. CALL TO ORDER - PLEDGE OF ALLEGIANCE**

Acting Chairperson Beverly Silva called the meeting to order at 7:00 p.m., and led the meeting in the Pledge of Allegiance.

- B. MINUTES of November 19, 2007, Civil Service Commission meeting  
MOTION by Commissioner Chan, seconded by Commissioner Nadeem, to **APPROVE the minutes of the November 19, 2007 Civil Service Commission meeting.**  
**MOTION** carried 5-0.**

- C. CHANGE OF STATUS REPORT for November and December, 2007**

- D. CURRENT RECRUITMENT ACTIVITY REPORT for  
November and December, 2007**

- E. EXAMINATION REPORTS for November and December, 2007  
MOTION by Commissioner Chan, seconded by Commissioner Palacio, to  
**NOTE AND FILE Items I-C, I-D, and I-E.****

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**MOTION carried 5-0.**

**II. UNFINISHED BUSINESS –**

**A. MEETING MINUTES for September 17, 2007**

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Chan, **to APPROVE the minutes of the September 17, 2007 Civil Service Commission meeting.**

**MOTION carried 5-0.**

**B. ELECTION OF OFFICERS**

**MOTION** by Commissioner Nadeem, seconded by Commissioner Chan, **to elect Commissioner Beverly Silva as Chairperson for the 2007-2008 year.**

**MOTION carried 5-0.**

**MOTION** by Commissioner Chan, seconded by Commissioner Kristalyn, **to elect Commissioner Nadeem as Vice-Chairperson for the 2007-2008 year.**

**MOTION carried 5-0.**

**III. NEW BUSINESS**

**A. CONSIDER REQUEST to Modify Probationary Period for Perry Penvenne**

**MOTION** by Commissioner Nadeem, seconded by Commissioner Kristalyn, **to APPROVE the modification of the probationary period to six months pursuant to Civil Service Rules and Regulations Section 4.20, due to the job duties Mr. Penvenne was performing in the 12 months prior to his regular appointment as a Street Maintenance Worker I.**

**MOTION carried 5-0.**

**B. CONSIDER REQUEST to Extend Probationary Period for David Massa**

**MOTION** by Commissioner Kristalyn, seconded by Commissioner Palacio, **to APPROVE the extension of the probationary period for David Massa, equivalent to the amount of time that he has been working on modified duty.**

**MOTION carried 5-0.**

**C. CONSIDER REQUEST to Modify Job Specifications for Accounting Technician I, Accounting Technician II and Senior Accounting Technician**  
**MOTION** by Commissioner Chan, seconded by Commissioner Nadeem, **to APPROVE the modification of the job specifications for Accounting Technician I, Accounting Technician II and Senior Accounting Technician, APPROVE the modification of the examination weighting for Accounting Technician II from qualifying performance and 100% oral examination to qualifying performance and written examinations**

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and 100% oral examination, and APPROVE the modified recruitment type from closed/promotional to open/promotional.  
MOTION carried 5-0.

- D. **CONSIDER REQUEST** to Approve New Job Specification for Chief Storekeeper and Establish Recruitment Type and Examination Weighting  
MOTION by Commissioner Nadeem, seconded by Commissioner Chan, to APPROVE the new job specification for Chief Storekeeper/Buyer, the recruitment type as closed/promotional and the examination weighting of 100% oral examination.  
MOTION carried 5-0..
- E. **CONSIDER REQUEST** to Modify Job Specification for Mechanical Maintenance Worker  
MOTION by Commissioner Palacio, seconded by Commissioner Kristalyn, to approve the modification of the job specification for Mechanical Maintenance Worker.  
MOTION carried 5-0.
- F. **CONSIDER REQUEST** to Modify Job Specifications for Pump Maintenance Technician Sewer, Solar and Water  
MOTION by Commissioner Kristalyn, seconded by Commissioner Palacio, to APPROVE the modification of the job specifications for Pump Maintenance Technician Sewer, Pump Maintenance Technician Solar and Pump Maintenance Technician Water.  
MOTION carried 5-0.
- G. **CONSIDER REQUEST** to Appeal Disqualification for Utility Crew Supervisor – David Warnhoff  
MOTION by Commissioner Kristalyn, seconded by Commissioner Chan, to DENY the appeal of the disqualification of David Warnhoff for Utility Crew Supervisor.  
MOTION carried 5-0.
- H. **CONSIDER REQUEST** to Appeal Disqualification for Utility Crew Supervisor – Randy George  
Staff informed the Commission of Mr. George's withdrawal of his appeal on Friday, January 11, 2008 by telephone to the Secretary to the Acting Director of Human Resources.

IV. **INFORMATIONAL ITEMS** – None

V. **ORAL COMMUNICATIONS** – None

VI. ADJOURNMENT

**MOTION by Commissioner Chan, seconded by Commissioner Nadeem, to adjourn the meeting at 7:44 p.m. until the next regular Civil Service Commission meeting on Monday, March 10, 2008.**